

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Grounds Committee held at the Town Hall, Petersfield, on Thursday 17 May 2007 at 6.30 p.m.

PRESENT: Mr R Ayer (Chairman), Mr C Jenner and Ms Vincent

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk) Mrs S McMorrان (Deputy Town Clerk, Mr P Jones (Maintenance Contracts Officer), Petersfield Herald, Petersfield Post and 1 member of the public

G 0040 ELECTION OF DEPUTY CHAIRMAN

Ms Vincent was nominated by Mr Ayer and seconded by Mr Jenner.

RESOLVED that Ms Vincent be elected Deputy Chairman for the ensuing year

G 0041 CHAIRMAN'S COMMENTS

The Chairman advised members that his immediate priority was to make the committee a satisfying and enjoyable experience. He hoped that discussions could be concentrated on the decisions and undue emotion be avoided. He then quoted from Standing Orders and Chairmanship on the authority of the Chairman; "The authority of the Chairman as such is limited to matters of procedure and neither increases nor decreases his right (in comparison with other members) to discuss the merits of a particular case. It is one of his most difficult tasks to remember that while the Chair gives him authority on matters of procedure, it confers no rights (other than the casting vote) on matters of policy which are not possessed by other members".

Finally the Chairman advised that the 1st Petersfield Beaver Scouts had requested use of Sheet Recreation Ground for a one-night camp on Saturday 7 July. This was held last year without charge. It was agreed that delegated powers be given to the Town Clerk to give permission for this event.

G 0042 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs Ayer and Mr Shore.

G 0043 APPROVAL OF MINUTES

RESOLVED: that the minutes of the meeting of the Grounds Committee held on 12 April 2007 be approved and signed as a correct record.

G 0044 DECLARATIONS OF INTEREST

There were no declarations of interest.

RESOLVED: that the meeting be adjourned for a 5 minute period, in order for members of the public to discuss matters of interest with Councillors.

As no questions were forthcoming the meeting was re-convened.

G 0045 MAINTENANCE CONTRACT OFFICER'S (MCO) REPORT

Members received and noted the MCO's report a copy of which is attached at Appendix A.

RESOLVED to evoke standing order 36 (c) and alter the order of business. Agenda item 11 (Bees on Allotments) would be discussed before agenda item 7 (The Heath)

G 0046 ALLOTMENTS - BEES

Members received a request from a plot holder at Tilmore for permission to keep bees on their plot. Members had adopted a policy for the keeping of bees in July 2004 G 0178 refers. Following discussion it was

RESOLVED that permission be given for the plot holder of plot 34 at Tilmore Allotments be given permission to keep bees following the provisos recorded at G 0178 in July 2004.

G 0047 THE HEATH:

A. Petersfield and District Angling Club Rent Review

Members were asked to give consideration to the annual rent review for the fishing rights at Heath Pond. The current rental was £1287.50 per annum.

Following consideration it was

RECOMMENDED that the rental for the fishing rights at Heath Pond be increased by 5%.

B. Heath Management Quarterly Report

Members received and noted the quarterly report regarding the Heath Management Plan, copy attached to these minutes for information at Appendix B.

C. Petersfield Cricket Club Pavilion

Mr Jenner reported on the condition of the Pavilion. He stated that the Pavilion was as dry as it was going to be and it was not necessary to run a humidifier. The roof may be leaking but this was a matter for the club to take up with the contractor who had carried out the repairs. Members were advised that the club were seeking sources of funding for repairs to the Pavilion. A Town Council grant application form had been sent to the club. Following discussion it was

RESOLVED that Mr Jenner's advice be accepted and to anticipate a grant application from the Cricket Club which would be considered on its merits in the usual way with all other grant applications. The Town Clerk to continue consultation with all interested parties.

G 0048

LOVE LANE SPORTS GROUND SKATE PARK

A. Soil Survey

Members were asked to give consideration to a soil survey being undertaken at the site by The Festival for Young People.

RESOLVED that permission be given for a soil survey at the Skate park site at Love Lane Sports Ground.

B. Existing Equipment

Members were advised that a request had been received to give consideration to ways to improve the appearance of the existing skate park equipment but that no suggestions had been received. Members were unsure as to what action could be taken to improve the equipment. Following discussion it was

RESOLVED that any alterations must be approved by the Maintenance Contracts Officer in advance of being carried out.

G 0049

SHEET VILLAGE GREEN

A. Posts around Green

Members gave further consideration to the replacement or repair of the white posts around Sheet Green. The MCO advised that there were 36 posts, 32 wooden, 4 concrete with 6 missing, 4 damaged and 2 required attention. He had received a verbal quote in the sum of £300 to replace all posts (wooden). There had been confusion at the last meeting as it was mentioned that someone in Sheet had been raising money for the work. This had not been substantiated. Members were informed that there was a budget sum of £80 available. The advice of EHDC would need to be sought as the Green was in a conservation area. Following further discussion it was

RECOMMENDED that this project be supported to replace/repair the posts at Sheet Green subject to the advice of the MCO and the availability of funds.

B. Village Green Maintenance

Members gave further consideration to the maintenance of the Village Green. Concern was raised that no strimming was carried out around the posts and that the area under the tree and swing was bare. It was accepted that the area under the swing and tree would be difficult to keep grassed due to the use and conditions of the area.

RESOLVED that the MCO ensure that the Grounds maintenance specification for the area is adhered to and investigate remedial measures.

G 0050 **AVENUE PAVILION TENNIS COURTS**

Members received and considered three quotations for the re-surfacing of the four tennis courts at The Avenue. It was commented that the quotations were for slightly different specifications. Members were informed that it had been left to the contractors to submit quotations for the best solution in their professional opinion. One of the quotations was from the preferred contractor of Steep Tennis Club, following meetings held with the Club in May and June 2006. The Chairman advised that although this was not the cheapest quotation it would seem, from a risk point of view, to be the most sensible way to move forward. Following further discussion it was

RESOLVED that Peter A Housden and Sons be appointed to carry out the re-surfacing work to the Avenue Pavilion Tennis Courts at a sum of £23,930 plus VAT.

G 0051 **NATIONAL PLAYING FIELDS ASSOCIATION - AGM**

Members received and noted an invitation to attend the AGM due to take place on 19 June 2007 at 3.15 pm at Stoneleigh Park, Warwickshire.

G 0052 **HEATHFIELD/BARNFIELD EMERGENCY LINK**

Correspondence was received from a resident regarding the standard of maintenance at the emergency link. The Chairman advised that since the letter had been received the writer had confirmed that the work had been carried out to a very good standard. The MCO reported that he had not been advised that the work had not been up to standard. Members noted that this was an on-going situation.

RESOLVED that the MCO monitor the situation and ensure the contractor is meeting the specification.

G 0053 **PENNS FARM PLAYING FIELDS - FESTIVAL OF PLAY**

The Town Clerk updated members on the event and asked that consideration be given as to who would be attending the event on 28 July 2007.

RECOMMENDED that the Town Council man a stall for the Festival of Play at Penns Farm Playing Fields on 28 June 2007 and anyone interested in attending to contact the Town Clerk.

G 0054 **CARBON FOOTPRINT**

Mr Jenner asked members to give consideration to the impact of the Grounds Committee on the Town Council's Carbon Footprint. Members felt this was a very big "ask" for the Town Council Officers and it was suggested that something be added to the Grounds Policy Document.

RESOLVED that the following be added to the Grounds Policy Document: To pay due regard to the Town Council's carbon footprint and the environmental impact of the Grounds policies and activities.

RECOMMENDED that the Halls Committee look at this matter and that the Council also considers an addition to the Council Strategy Document.

C 0055 **FOOTPATH 42**

Members received an update regarding footpath 42 from Hampshire County Council a copy of which is attached at Appendix C.

RESOLVED that the committee continue to support the restoration of footpath 42.

There being no further business the meeting closed at 8.06 pm.

Maintenance & Contracts Officer's Report
to PTC Grounds Committee.

May 2007

Peter Jones.

Appendix A

Grounds & Litter Maintenance contracts:

I have been concerned that grass cutting to some access paths at Tillmore Allotments had not been properly carried out in accordance with the contract. However, I am pleased that our contractor has been very quick to address the situation to my satisfaction.

Changeable weather ("April Showers" in May!) and plant repairs have again added difficulties with work schedules but generally both contracts are operating satisfactorily and I am not aware of any major problems.

Heath & Pond:

Water level:

Recent rains have ensured that the water level in the pond remains high.

Play area:

Due to the need for urgent repairs, the cantilever tyre swing had to be taken out of service. I am pleased to say that the swing was repaired and back in service the same day.

All other essential repairs have been completed, these include various repairs to the safety surfacing, removal of finger traps, weld repairs and strengthening of slides etc.

Play area pond bank erosion:

The voids which were recently filled have, so far, shown no sign of returning. I do not think that we have "cured" the problem and of course it is too soon to say how effective this will be as far as the long term stability of this area of bank is concerned. We continue to closely monitor the situation.

Trees:

Most of the scheduled work to trees around the pond has been completed. I have to say that the feedback I have received shows a fairly equal mix of response to the work. Some people being generally unhappy with the appearance while others have applauded the results! Either way, the work was deemed to be essential and is in full accordance with recommendations and guidelines set out in the Heath & Pond Integrated Management Plan.

I have now received the results of the Tree Health Survey which I had commissioned earlier. This survey, which has been carried out over the whole of the Heath indicates the general health of trees and in particular those which may represent a danger to the public. The trees, which have been identified by the use of a numbered red marker (disk), are categorised in the report according to the apparent level of risk i.e. high, medium or low and can be cross referenced to a map which corresponds to the compartments set out in the Management Plan. I am still assessing the data contained in the report which will be circulated to Members at the next Grounds Committee meeting. Any Member who would like to see the report before the next meeting should contact me and I will be pleased to provide a copy.

Any trees in this report which are deemed to be potentially dangerous requiring urgent action will of course be dealt with as soon as possible and without delay.

Heath:

Sadly, over recent weeks I have had a number of reports from members of the public informing me of broken glass bottles which are hidden from view obscured by long grass and undergrowth on the Heath, particularly in the vicinity of the Cricket square. I have asked our contractor to pay particular attention to this area and as a result he has so far removed two large bags full of glass, bottles, cans and other debris. Unfortunately we are still uncovering more of this dangerous litter.

Kings Arms:

Due to unsettled weather the "Friday Evening Club" event organised by the Kings Arms and due to be held on the Heath this Friday (18th) has now been re-scheduled to take place next Friday 25th May.

Continued on page 2.

Penns Playing fields.

Play area:

All essential repairs to equipment have been completed.

A fold-down lockable bollard has been installed at the Penns Place entrance to the cycleway footpath. This replaces the missing wooden post.

One of the new goal posts has apparently been damaged. Our contractor reports that "it is severely bent in the middle as though several people have been swinging on it" I have yet to inspect it to see if it can be effectively repaired.

Woods Meadow.

Play area:

All essential repairs to equipment have been completed.

Fly-Tipping:

More incidents of fly-tipping at this site, five bags removed!

Borough Hill.

Play area:

All essential repairs to equipment have been completed.

One of our litter bins has completely disappeared!

Bell Hill Rec.

Play Area:

All essential repairs to equipment have been completed.

The recently repaired chestnut paling fence has, once again, been pulled down within days of it having been put up! I am at a loss to understand why this section of fence is repeatedly destroyed particularly as it is within 4 or 5 feet of the gate!

I am trying to obtain ideas and costs for a replacement fence which might hopefully stand up against this vandalism.

Paddock Way.

Work to install land drainage at Paddock Way is now complete. The contractor has installed drainage to over a third of the whole site area as well as the specified area which will accommodate the new play equipment. Despite the recent weather conditions the work has been completed on schedule, the site has been left in good condition and I am very pleased with the results.

I have met with manufacturers Kompan Play Ltd; on site, in order to finalise arrangements for the installation of the new play equipment. Installation work will commence on Monday 28th May and should be completed within seven to ten days. Private residents and householders living closest to the site will be notified of the installation date, the reasons for the works and be offered suitable apologies for any inconvenience caused during the course of the works.

Town Planting Scheme

Week commencing 21st May. Our contractors will start cleaning out, preparing and replanting beds at all locations, in order to get ready for the summer

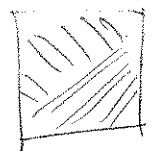
Petersfield Heath Management

Schedule of works
2005 - 2010

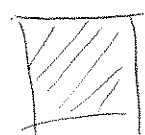
Key:



Being Done



on-going



not yet done

Abbreviations

PTC	Petersfield Town Council
FOPH	Friends of Petersfield Heath
PDAC	Petersfield and District Angling Club
HLPB	Heath Lake Pleasure Boats
PCC	Petersfield Cricket Club
Con	Contractor
EA	Environment Agency
HWT	Hampshire Wildlife Trust
HBIC	Hampshire Biodiversity Information Centre
HBG	Hampshire Badger Group
HCC	Hampshire County Council
RSPCA	Royal Society for the Prevention of Cruelty to Animals
Adv Cte	Advisory Committee

6.1.12 IMPORTANT NOTES: Authority, Controls, Supervision, Health & Safety.

All works, including those described in this Management Plan, whether voluntary or otherwise, may only be carried out with authorisation from Petersfield Town Council. Permission to carry out works will only be considered where due notice has been given and a schedule of works has been submitted to, and agreed with, Petersfield Town Council or its Authorised Officer.

All works, whether voluntary or otherwise, shall be subject to current Health and Safety requirements as determined by Petersfield Town Council's Authorised Officer who may require Risk Assessments to be carried out copies of which must be provided along with Method Statements, details of insurances or any other documentation which the Council's Authorised Officer may require.

All works, whether voluntary or otherwise, shall be carried out under the strict control and supervision of Petersfield Town Council's Authorised Officer who must be satisfied that all conditions have been properly met and complied with.

6.2.2 Pond, marginal vegetation & drainage ditches

Code	Project	Location/ coup	Year				
			1	2	3	4	5
PM01 ✓	Coppice 50% of scrub and trees around pond in 5-year rotation	1					*
		2		*			
		3				*	
		4			*		
		5	/*				
PM02 ✓	Select 50% of bankside trees to be left to grow to maturity	Pond	/*				
PM03	Create two new protected areas for reeds to develop	SW corner & N point of pond		*			
PM04 ✓	Remove saplings from established reedbed	Reedbed	/*	*	*	*	*
PM05 ✓	Remove species listed on the Undesirable Exotic Plants List	Pond	/*	*	*	*	*
PM06	Rebuild bank to the agreed specification	Pond		*			
PM07	Rebuild island	Island		*			
PM08 ✓	Strim pond edge. Leave a 2m uncut margin around eastern half of pond	Pond	/*	*	*	*	*
PM09 ✓	Leave a 2m uncut margin alongside ditch	Main drainage ditch	/*	*	*	*	*
PM10	Inform public of any planned management 2 months prior to work starting	Pond	*	*	*	*	*
PM11	Control rat population	Pond	/*	*	*	*	*
PM12	Monitor spread of reedbed	Pond					*
PM13 ✓	Water Vole survey	Pond & drainage ditches	/*	*	*	*	*
PM14	Monitor erosion	Pond	/*	*	*	*	*
PM15 ✓	Monitor activity of rat population	Pond	/*	*	*	*	*
PM16	Monitor water quality	Pond	/*		*		*
PM17	Monitor water level	Pond	/*	*	*	*	*

6.2.4 Archaeology

Code	Project	Location/ site	Year				
			1	2	3	4	5
✓ AR01	Remove saplings and scrub from barrow mounds	All (except those with Badgers)	*	*	*	*	*
✓ AR02	Treat Bracken on barrow mounds	All (except those with Badgers)	*	*	*	*	*
✓ AR03	Remove trees from barrows where possible from barrow mounds	All (except those with Badgers)	*	*			
✓ AR04	Carry out survey of mature trees on barrows	All	*				
AR05	Clear an area of trees to open up three barrows at Music Hill	SM32536			*		
✓ AR06	Monitor vegetation on and around the barrows	All	*	*	*	*	*
✓ AR07	Monitor trampling/wear on and around the barrows	All	*	*	*	*	*
✓ AR08	Consult archaeologists over work programme each year	All	*	*	*	*	*

6.2.5 Angling

Code	Project	Location	Year				
			1	2	3	4	5
AN01	Research into possible solutions to the recent reduction in water level	Pond	*				
AN02	Build new disabled access fishing bays if approved by PTC	Pond	PTC				
AN03	Control high water level in winter	Pond	PTC	*	*	*	*
AN04	Regular checks by authorised bailiff (currently PDAC)	Pond	PDAC	*	*	*	*
AN05	Regular check on fish health	Pond	PDAC		*		*
AN06	Estimate of total stock numbers	Pond	PDAC		*		*

6.2.9 Interpretation

Code	Project	Location	Year				
			1	2	3	4	5
IN01	Inform public of problems caused to ducks from feeding white bread	Existing signboards	*				
IN02	Inform public to keep dogs under control	Existing signboards	*				
IN03	Update information on signboards	Existing signboards	*	*	*	*	*
IN04	Clear vegetation around signboards	Existing signboards	*	*	*	*	*
IN05	Review notices regularly	Existing signboards	*	*	*	*	*
IN06	Monitor obstruction of signboards by vegetation	Existing signboards	*	*	*	*	*

6.2.10 Management of infrastructure

Ref.	Project	Location	Year				
			1	2	3	4	5
IF01	Repair and replace benches. Trim vegetation around	All	*	*	*	*	*
IF02	Provide litter bins, replace and repair as necessary	All	*	*	*	*	*
IF03	Maintain buildings and attached utilities	Buildings	*	*	*	*	*
IF04	Mend car park surface as necessary	Car parks	*	*	*	*	*
IF05	Repair and replace disabled parking bay markers	Car parks	*				
IF06	Install directional sign to Heath Road car park	Roadside	*				
IF07	Maintain children's playground in safe and useable condition	Children's playground	*	*	*	*	*
IF08	Maintain sluice, drainage ditch and pipes free of blockages	Pond & drainage ditches	*	*	*	*	*
IF09	Repair and replace fences	All	*	*	*	*	*
IF10	Cut hedges	Boundary	*	*	*	*	*
IF11	Repair Millennium Path as necessary	Pond	*	*	*	*	*

Appendix C

Circulars



Hampshire County Council

Mr N Hitch
Petersfield Town Council
The Town Hall, Heath Road,
PETERSFIELD
Hampshire
GU31 4EA

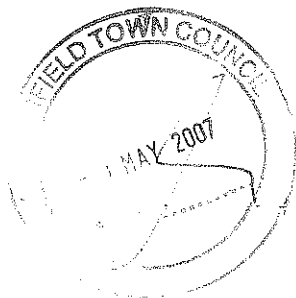
Queen Elizabeth Country Park
Recreation and Heritage
Gravel Hill, Horndean, Waterlooville
Hampshire PO8 0QE

Telephone 02392 595040
Fax 02392 592409
Textphone 0808 100 2484
www.hants.gov.uk/countryside

Enquiries to

Direct Line 023 9259 5040

Date 3rd May 2007



My reference RH.CS.E.RW.19.pt

Your reference

E-mail paul.thomson@hants.gov.uk

Dear Mr Hitch,

Footpath Petersfield 42

Thank you for your letter of 3rd May requesting an update on repairs to the above mentioned right of way.

I am pleased to advise that the County Council has renewed its efforts to come to an agreement with the landholder's solicitors regarding the outstanding issues of path status and access for reconstruction works.

Arrangements are also in place to actively monitor the outflow of drainage from the A3 prior to placing a case for financial support before the Highways Agency.

The Service is also seeking further engineering advice on alternative methods of bankside protection which might achieve some cost efficiencies. Site visits and soil samples are scheduled for later this month.

As previously outlined in my letter of 14th December, I have again been unable to secure the requisite capital investment needed to restore this footpath. The activity outlined above is being undertaken with the intention of securing suitable funding for works during the summer of 2008.

Yours sincerely

Paul Thomson,
Area Team Leader (East)

Director of Recreation and Heritage
Yinnon Ezra MA MILAM FRSA